VA EIMS QUESTION & ANSWERS			
Category	**Question**	**Answer**	**Source of Question**
PILOT SCOPE	Who is implementing the EIMS?	The EIMS is being implemented through a collaborative partnership between the Virginia Department of Education's Technology and Assessment divisions, Virginia school divisions and Pearson Educational Measurement. All three partners have had a variety of experience with various aspects of student record collection, testing data and on-line projects. However, the divisions' partnership is the most important for programs success.	**Pilot Participants**
	What if a user's responsibilities change during the pilot?	For the pilot, role level security will be setup and resources assigned by Pearson Educational Measurement based on input from the Divisional Confidentiality Agreement. No changes will be allowed during the pilot. When EIMS is in production, Divisions will be responsible for the setup and management of security.	**PEM**
	Can we customize the EIMS to be locally specific?	The pilot and implementation of the VDOE priority components of the system need to be developed first. VDOE may be working with Pearson after the pilot phase to develop pricing for various local cost options.	**Waynesboro System Demonstration Training**
	Can a discount be given to the pilot Divisions on local cost options?	VDOE may be working with Pearson at a later date to develop statewide pricing for various local cost options.	**Waynesboro System Demonstration Training**
	Will the state have access to the EIMS?	Yes.	**Waynesboro System Demonstration Training**
	Do we keep operating as we currently are within the division with regards to testing?	Yes, the pilot phase of the EIMS will operate in parallel with your current testing procedures.	**Lynchburg System Demonstration Training**
	Is the EIMS SIF compliant?	Our goal is to pilot SIF with some willing school Divisions within the next year. SIF compliance is required by the production contract.	**Suffolk System Demonstration Training**
	What is the database product supporting the EIMS?	EIMS uses an Oracle based product in creating the reports and DSS.	**Suffolk System Demonstration Training**
DATA			
	Will the data have to be entered in to the EIMS by hand?	Data will not be entered by hand. Some data will be drawn from the Divisions SIS's in batch files and the Assessment data will be loaded from the test vendor CD's.	**Pilot Participants**
	Will PALS data be added to the EIMS since it is a State-wide Local Assessment?	This is an option that the state may choose to exercise at a later time.	**Fredericksburg System Demonstration Training**
	Can the EIMS store the historical testing data on a student including one time exemptions and testing accomodations?	It will be decided at a future date if all data that comes in on the student test record will be available on the EIMS. If there is no standard report available, you may be able use the DSS to create a custom one during later phases of production.	**Fairfax System Demonstration Training**
	Will food services information be loaded into the EIMS in the future?	The state may choose to implement this feature at a later time.	**Brunswick System Demonstration Training**
	How will the EIMS work with the Tranquility Special Ed program that Tazewell uses to get the Special Ed data for the EIMS?	The Spec Ed data for the EIMS will come from the student recored and the assessment record.	**Tazwell System Demonstration Training**
	Is it possible to include a category that says "Did not Attempt" and then a listing of why the student did not attempt the test?	We think you will be able to get at this with the DSS in future phases, as it is part of the student's testing record	**Virginia Beach System Demonstration Training**
	Will the record change process change as a result of the EIMS with regards to demographic information?	We hope that the EIMS will substantially reduce the number of record changes needed and shorten the timeline between testing and accurate reporting	**Virginia Beach System Demonstration Training**
SECURITY	Can the security information be batch loaded?	Yes, but not for the pilot.	**Fairfax System Demonstration Training**

VA EIMS QUESTION & ANSWERS			
Category	**Question**	**Answer**	**Source of Question**
	What is the process if I need to or forgot to add or send a confidentiality agreement for a needed resource for the pilot?	All questions pertaining to login and passwords should be addressed with your Division Project Manager. The process to obtain your login and password is: 1) Division completes and sends the completed confidentiality agreement to PEM. 2) PEM sets up and tests each login and password. 3) PEM forwards an email to each user with his/her login and a separate email to each user with his/her password. In addition, PEM forwards each Division's completed Security Setup Document back to the Division Project Manager (including all user IDs and passwords for users within his/her Division). 4) After a specified time period, all pilot passwords will be deactivated.	**PEM**
	Can the Division customize their own names and passwords for the EIMS?	No, passwords cannot be customized during Pilot.	**Hanover System Demonstration Training**
DATA TRANSFER/ FILE MANAGEMENT/ RESOLUTION	Do Division Project Managers need to send periodic student updates from the SIS to keep the Pilot demographic data current?	No updates will be made during the pilot. During the pilot phase, the student demographic data will be pulled from the student data files submitted by the Division Project Managers. Once the student data files have been "cleaned" (i.e. all errors have been resolved) the file will be loaded into the system and will not be changed throughout the pilot.	**Fairfax System Demonstration Training**
	Who sends the batch file from the Division to the EIMS?	The Division will send the batch file to the EIMS.	**Waynesboro System Demonstration Training**
	Once the student data file that I submitted is free of errors, the student test records will be loaded into EIMS. The match merge process tries to match the student demographic information off the test record with the "cleaned" student demographic information from my Division's student data file. If there are students to be resolved within a particular school, can I email that school with only their students to resolve?	Division Project Managers can allow school personnel to resolve their student records via EIMS by granting the School User security access to complete File Management. Please keep in mind that anyone with School User access can see ALL student-level data within their school.	**Waynesboro System Demonstration Training**
	Can we get a list of the data elements for the matching engine with their weights?	Yes, this information will be included in the Follow-on Orientation Briefing.	**Waynesboro System Demonstration Training**
	Will student addresses be a field on the file layout for the EIMS?	Currently, the file format will mimic the student enrollment testing file but will be tested for effectiveness during the pilot phase.	**Lynchburg System Demonstration Training**
	How do you drill down in the File Management report to get individual files?	The user will be able to log into File Management through the Executive privleges and initially see the names of the files and their statuses. From this, they can drill on the file name to see any errors or to resolve any students records needing resolution.	**PEM**
	Will EIMS send me a message if there are errors in the Student Data file?	No. The user will need to log into EIMS and enter into File Management to view the error descriptions, resolve the errors and then resend the data.	**PEM**
	What is the difference between file resolution and file error resolution?	There is no difference between "file resolution" and "file error resolution." When there is file error resolution, it means there are errors within the file that was transmitted which needs to be corrected before the match and merge process. Once the match and merge process is completed, student resolutions may be needed.	**PEM**

VA EIMS QUESTION & ANSWERS

Category	Question	Answer	Source of Question
	What are the File Management status codes and what do they mean? How do I know what status my file is in?	Following the File Management procedures, your file will be displayed and be in one of the following statuses: • **Needs Resolution** – file needs match resolution on at least one record. • **Needs Resolution *Over Limit*** - file needs match resolution on at least one record. Number of records needing resolution is over maximum limit set by user. • **File Errors** - file has validation errors and cannot be processed. File must be resubmitted. • **In Progress** - file is being processed in system. • **Awaiting Approval** - file has no errors and has completed transformation. File must be approved to start warehousing process. • **Approved** - file has been approved but not yet warehoused. • **Completed** - file has completed all processes and is warehoused. • **Rejected** - file has been rejected by user and is no longer valid.	PEM
	When will Divisions start using the EIMS Testing ID on the SOL tests?	Our goal is to begin using the EIMS Testing ID with some Divisions beginning with the Fall 2004 administration. The ultimate goal is 100 percent participation in Spring 2006 testing.	PEM
	Why does a test assessment file have a status of "Needing to be Resolved" when I have no students in the file to resolve?	For the test files that are being loaded, there will be a separate file loaded for each type of test per individual year (example is EOC Spring 2002, EOC Spring 2003). Each file will contain all the students for all Pilot Divisions. As the file is being processed it will only have 1 status (which in most cases will be "Needing to be Resolved", due to match/merge issues). The Divisions will need to click on the file name and go into the resolution area to check if there are students from their Divisions that need resolution. If there are no students for them to resolve, they can back out of the screen with nothing to do. Those Divisions that have resolution to perform, will see their students, perform the necessary steps and complete the process. The file will remain in a "needs resolution" status until the last Division has performed this activity.	PEM
	What should I do if I make a wrong judgement call during student resolution and create a new student or merged with wrong student?	The last step of the procedure to load students is to approve the file. If you catch the error prior to approving the file, you would not approve it, but instead would re-send the file, this time correcting the previous decision. If the error is found after the file has been approved, a detail explanation of the error must be developed and entered into the EIMS error tracking system. Once entered, it will be assigned to PEM for investigation and resolution.	PEM
	What if my file has errors, invalid data, wrong file layout, etc?	If your file does not meet the edits previously setup from input from the VDOE, these errors will be sent to the Division Project Manager for correction. The process is for you to correct the specific errors and create a new file (with new name) and re-send.	PEM
	How is VA data being loaded?	The Student demographic data files sent by the Divisions will be loaded first. After all student resolution errors are corrected, test assessments files will be loaded in the following order: • 2000-2001 school year • 2001-2002 school year • 2002-2003 school year	PEM
	Are all student results for the test being loaded?	The test results will be loaded for all Pilot Divisions for all schools for each student with a test result. Three years of test assessments will be loaded.	PEM
	Why does my student only have 1 year of test assessment data?	This student may only have 1 year of test results because the student transferred between Divisions before the 2nd and 3rd test or after the 1st and 2nd test.	PEM
	Why does my student only have 2 years of test assessment data?	This student may only have 2 years of test results because the student transferred between Divisions before the 3rd test or after the 1st test.	PEM
	What happens if there is no student demographic record but there is a test assessment record?	If a student has transferred out of state and/or out of the pilot Divisions before 3/31/04, there will not be a student demographic record to match test assessment data. In this case, a new student record will be created for that Division/School using the test assessment record. (automatically created within EIMS)	PEM

Category	Question	Answer	Source of Question
		VA EIMS QUESTION & ANSWERS	
	How is student ownership determined?	If a 2nd test assessment record matches this student from another Division, this student's demographic data will not be changed but ownership of this student will belong to the Division that had the student in their SIS most recently.	**PEM**
	Since we are loading historical data, what happens if a student has transferred?	If a student has transferred out of the Division (A) to anther Division (B) before 3/30/04, there will not be a student demographic record to match test assessment data to within Division (A). If the student is matched to a student record from another Division (B), the test assessment must be applied to the Division where the test was taken (A).	**PEM**
	What student data records serve as the point-of-truth during Pilot?	The student data file that was submitted by the Pilot Division will serve as the point-of-truth.	
	What student data records serve as the point-of-truth during Production?	During Production: If a student EIMS record is created from Division A test assessment records and then Division B sends demographic data, Division B demographic data overlays Division A information and the student belongs to Division B and Division A cannot see the student's data. EIMS will not send any info back to Division A. The students test assessment information will be included in Division A's AYP reporting but they can not see the individual student data.	**PEM**
	What is the process for resolving student matches for students that have transferred between multiple Divisions?	If a student's demographic data record is created from Division A and then Division B matches to this student during resolution, then it is a manual process between the Divisions to insure this same student is now in Division B.	**PEM**
	What will happen if a Division Student Demographic file contains the same student twice?	If a Division sends two records of the same student in the same file, this student will be loaded as 2 separate students. The reasoning for this is that the match merge process is performed with the entire student demographic file to the records from other files that have been loaded. It will not check against other records within the same file. The Point-of-Truth for the EIMS is the School/School Division's SIS.	**PEM**
	What will happen if a Division cannot resolve a file error?	If they can't resolve the file during Pilot by the determined date that File Management is deemed to be "complete", PEM will assign a new EIMS Testing Identifier to each unresolved file. This will allow reporting functionality to begin at the appropriate time.	**PEM**
	When the students are up-loaded into the EIMS will it be checking against the students loaded into the EIMS for the entire state during production?	Yes, the EIMS checks for matching students with all other students that have been loaded into the EIMS. But will not check for matching students within the same file.	**Russell System Demonstration Training**
	Will the state batch load the historical testing data?	Yes, it will be batch loaded from the state CD's received from Harcourt.	**Brunswick System Demonstration Training**
TESTING IDENTIFIER	What happens with the EIMS Testing Identifiers that are created?	During Pilot: The Student Testing Identifiers will be deleted from the system. They will not be sent to the Pilot Divisions at the end of the Pilot. During Production: The file that the divisions send to PEM for generating the testing identifier will be sent back to the Divisions with the testing identifier included. The expectation is the Divisions will then load the testing identifier into their SIS. The testing identifier is then to be used when sending Pre-ID information to PEM or HEM for SOL test assessments. It will also be used when sending student record changes to EIMS from the SIS.	**PEM**
	When will the Divisions start to use the Testing ID on actual tests during Production?	Pilot Divisions will be the first to use Testing IDs. Our goal is for some Divisions to use the Testing ID on actual tests as early as the Fall 2004 administration, with 100% participation by the Spring 2006 administration.	**Virginia Beach System Demonstration Training**
	Will the weights of the Matching Engine be specific to each Division to capture the specific situations unique to the Division?	No, currently the Matching Engine will be created to be universal for all Divisions.	**Fairfax System Demonstration Training**
	Will the Division be expected to keep the Testing ID in their SIS?	Yes, the Divisions will be required to load the Testing ID back into their SIS, however, during the pilot phase the Divisions will NOT be asked to load the Testing Id back into their SIS. During the pilot phase Divisions will be asked to talk about how they would like to receive the file back with the Testing Id to load into their SIS in the implementation phase.	**Fairfax System Demonstration Training**

VA EIMS QUESTION & ANSWERS			
Category	**Question**	**Answer**	**Source of Question**
	What happens with the existing Divisional Student Identification number?	The existing Local Student ID will no longer be used for identifying the student within the Pre-ID process for PEM & HEM. The existing Local Student ID will no longer be used for identifying the student when passing record changes from the SIS to EIMS. The existing Divisional Student Identification number can be used as an additional student demographic data to identify those students just as ethnicity or gender.	**PEM**
	What is expected of the Divisions with regards to the new testing identifier? Divisions want Testing IDs back even though they're "fake" for the pilot. Do we allow this to happen? If not, what is the explanation?	No. The purpose of the Pilot is to test the creation of the Testing ID and test the match/merge process.	**PEM**
	What fields and weights are being used in the Mix & Match process.	The initial setup will consist of the following but the purpose of the pilot is to determine these fields and weights. The weights listed below are for discussion purposes ONLY. These weights will change based on testing during the Pilot. Division - 20%, Student Last Name 20%, Student Birth Date - 20%, Division Student Identifier - 20%, School Code - 4%, Student First Name - 4%, Student Middle Initial - 4%, Gender - 4%, Ethnicity - 4%.	**PEM**
	What if the Division changes?	If a Division code is the only change, should the student go into Needing Resolution status – **YES.** A change in Division should require manual effort to transfer the student - it equals a score of 80.	**PEM**
	What if the School changes?	If a school code is the only change, should the student go into Needing Resolution status – **NO.** A change in Schools should not require manual effort to transfer the student - it equals a score of 96.	**PEM**
	What if the Student's first name changes?	If the student's first name is the only change, should the student go into Needing Resolution status – **NO.** A change in first name should not require manual resolution - it equals a score of 96.	**PEM**
	What if the Student's last name changes?	If the student's last name is the only change, should the student go into Needing Resolution status – **YES.** A change in last name should require manual resolution - it equals a score of 80.	**PEM**
	What if the Student's Middle initial changes?	If the student's middle initial is the only change, should the student go into Needing Resolution status – **NO.** A change in middle initial should not require manual resolution - it equals a score of 96.	**PEM**
	What if the Student's Birth Date changes?	If the student's Birth date is the only change, should the student go into Needing Resolution status – **YES.** A change in Birth date should require manual resolution - it equals a score of 80.	**PEM**
	What if the Student's Gender changes?	If the student's gender is the only change, should the student go into Needing Resolution status – **NO.** A change in Gender should not require manual resolution - it equals a score of 96.	**PEM**
	What if the Student's Ethnicity changes?	If the student's ethnicity is the only change, should the student go into Needing Resolution status – **NO.** A change in ethnicity should not require manual resolution - it equals a score of 96.	**PEM**
	What if the Student's Division student identifier changes?	If the student's Division student identifier is the only change, should the student go into Needing Resolution status – **YES.** A change in Division student identifier should require manual resolution - it equals a score of 80.	**PEM**
	What if the Student's Grade changes?	If the student's Grade is the only change, should the student go into Needing Resolution status – **NO.** A change in Grade should not require manual resolution - it equals a score of 100.	**PEM**
	What determines if a student is new, existing, or needing resolution?	The initial setup will consist of the following, but the purpose of the pilot is to determine these threshold values (the values listed below will change based on testing during the Pilot): New student Threshold = 49 Existing Student Threshold = 85 , Resolution Threshold = 50 to 84	**PEM**
	How long will the Testing ID be stored in the EIMS?	During Production: The contract requires storing a minimum of 21 years of student data. This means a given ID cannot be recycled for 21 years	**Hanover System Demonstration Training**

VA EIMS QUESTION & ANSWERS

Category	Question	Answer	Source of Question
	How will the existing data in the EIMS be changed when it is wrong, i.e.. the student bubbled in the wrong name or testing status?	We hope that use of the EIMS will reduce these errors. Students will no longer bubble in their name or testing status – it will come directly from the SIS	**Hanover System Demonstration Training**
	Will Harcourt have a field that will hold the EIMS Testing ID?	Yes, the expectation is that the EIMS Student Testing Identifier will replace the Student ID on the Harcourt records.	**Fairfax System Demonstration Training**
	Will this replace our current Local Student Identifier?	No, Divisions can continue to use their Local Student ID in their SIS as long as they report the EIMS Testing ID on all state reports and SOL tests.	**Tazewell System Demonstration Training**
PRE-DEFINED REPORTING			
	What are the 6 pre-defined reports?	Achievement Level Report, Achievement Level Subgroup Report, Disaggregated Report, Student Longitudinal Report, State Goal Report, and State Goal by Subgroup Report.	**PEM**
	Will this system replace the reports that we have to currently submit?	When possible, VDOE will pull data directly from the EIMS for reporting to lessen the burden on Divisions.	**Fredericksburg System Demonstration Training**
	Will local test data be loaded into EIMS?	Not for the Pilot, but will be reviewed for future implementation.	**PEM**
	Will there be any required reports from the EIMS that Divisions have to report to the State?	When possible, VDOE will pull data directly from the EIMS for reporting to lessen the burden on Divisions.	**Fredericksburg System Demonstration Training**
	Will the State Goal Comparison Sub-Group report have the ability to have two columns, a "Met AYP" for the sub-category and a "Met AYP" for the School or Division?	Yes, the reporting capabilities will currently match the State's reporting, but feedback from the Pilot Divisions will help to customize the categories for the full implementation	**Virginia Beach System Demonstration Training**
	Will the EIMS also have the ability to calculate Accreditation?	Accreditation calculation and reporting are in the contract, but are not part of the Pilot.	**Virginia Beach System Demonstration Training**
	Does the AYP calculation take into consideration all of the transfer rules?	No, the EIMS AYP Report is being reviewed by VDOE with Virginia's rules in mind.	**Virginia Beach System Demonstration Training**
	Can there be a clarification for what the cut off for the dashes on the reports are, is it 10 students or 50 students?	All public-facing reports will suppress cells with fewer than 10 students.	**Virginia Beach System Demonstration Training**
	In the participation category on the reports, does this include participation in AYP only or participation in all tests not just those for AYP?	For the pilot, the participation rate includes participation rate as it is used to calculate AYP for the State Goal Report only.	**Virginia Beach System Demonstration Training**
	Will EIMS replace the SOL Disaggregator and can it do everything that the disaggregator can do?	We hope that the Production Version of EIMS will replace the functionality of the current Excel Disaggregator templates that have been distributed by VDOE in the past.	**PEM**
	Can the capability to drill down in the student longitudinal report to see the students reporting history in a specific subcategory be seen?	Not for Pilot.	**Hanover System Demonstration Training**
	Can the ability to see the test and re-test scores per sub-category be included in the reports?	Not for Pilot.	**Hanover System Demonstration Training**
	Will one of the pre-defined State reports be the Student Record Collection?	When we talk about pre-defined reports, we mean reports that are output from the EIMS, not input reports. Data collections like Student Records will be considered for inclusion in the future.	**Fairfax System Demonstration Training**
	Do you have the ability to see sub-groups as a component of the longitudinal report?	Not for Pilot.	**Fairfax System Demonstration Training**
	In the reports, can the sub-categories in which the Division had too few students or no students be suppressed in the reports?	On all public-facing reports, cells with fewer than 10 students will be suppressed.	**Fairfax System Demonstration Training**
	Can teacher data be reported through the EIMS?	No, but, it is a cost option that VDOE may choose to exercise in the future.	**Fairfax System Demonstration Training**
	Will principals be able to drill down to the individual student level for the 3 years of historical data?	Yes. However, there is no guarantee that the report will reflect all of the tests a student took because the state has not required identifiers in the past.	**Roanoke System Demonstration Training**

VA EIMS QUESTION & ANSWERS			
Category	Question	Answer	Source of Question
	Can the sub-categories of the test (i.e.. Item Analysis) be included in the reports?	Student Performance by question is required by the contract.	**Roanoke System Demonstration Training**
	Will verified credits be included in the EIMS?	No, not currently. However, it is a cost option that the state may consider at a later time.	**Roanoke System Demonstration Training**
	Will the EIMS be able to select students in the longitudinal reporting capacity by teacher, so that not all teachers see all students but instead only their students in their class?	No. During the pilot phase, School Users and School Administrators will be able to see student-level data for all students within their school. Division Users and Division Administrators will be able to see student-level data for all students with each school in their Division. For pilot, teacher-level security will not be available.	**Tazewell System Demonstration Training**
	Will the reports in the EIMS be able to be customized?	The pilot phase is about customizing the EIMS standard reports to meet the overall needs in Virginia. Eventually, the DSS is intended to give Divisions/Schools the capability to define and store custom queries.	**Brunswick System Demonstration Training**
	Will an All Students category be included in the sub category reports?	Not for Pilot.	**Suffolk System Demonstration Training**
DECISION SUPPORT SYSTEM			
	Will EIMS have Disaggregator capabilities?	Is the purpose of the EIMS to give the divisions the capabilities to conduct a variety of disaggregator functions and reporting capabilities, using multiple years of state assessment data.	**Pilot Participants**
	How will the query capabilities in the DSS work, will they be SQL driven?	The query capabilities will still be provided through an interactive system that will allow for dropdown menus	**Hanover System Demonstration Training**
	Will DSS include a capability to select the types of tests (i.e.. SOL Only or AYP)?	Yes.	**Virginia Beach System Demonstration Training**